Housing & Economic Development Department

Year 2007
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

APPLICATION INSTRUCTIONS

Applicants are advised to read the Application Instructions before completing the application.

Applicants for the City's Year 2007 Community Development Block Grant (CDBG) Program must complete the attached forms and submit them to the Housing & Economic Development Department, 925 Laney-Walker Boulevard, Augusta, Georgia 30901. The application must be complete in all respects including requested attachments.

APPLICATION SUBMITTAL

All applications must be submitted by the deadline date, April 28, 2006 by 5:00 p.m Applications received late will not be considered in the funding process.

Only one original TYPED application with all attachments must be submitted in a sealed envelope addressed as follows:

- Type of Grant

- The name of the organization submitting the application.

- The priority number if more than one application is submitted.

The application should be assembled so that it follows a logical and consistent format.

APPLICATION SELECTION PROCESS

The staff of AHED Department will screen all applications for compliance with application requirements and for determination of project eligibility. Incomplete applications and ineligible applications will not be considered but returned to applicants.

AHED staff will use the following scoring criteria and the number of points possible in each evaluation category when evaluating and scoring each application.

SCORING CRITERIA

1.   LOW INCOME EMPHASIS - The extent to which the project proposes to serve a higher percentage of low and moderate income persons than is required by HUD (above 51%). A maximum of twenty-five (25) points will be awarded based on the % of low and moderate income and very low income persons serve in comparison to total persons served.

| 51% - 60% | 5 points | 71% - 80% | 15 points | 91% - 100% | 25 points |
| 61% - 70% | 10 points | 81% - 90% | 20 points | | |

2.   SERVE HIGH PRIORITY NEEDS IDENTIFIED IN YEAR 2005 - 2009 CONSOLIDATED PLAN - A maximum of fifteen (15) points will be awarded based on the extent the project addresses needs identified as "High Priority" needs in the Consolidated Plan.
- High Priority Need-15 points
- Medium Priority Need-10 points
- Low Priority Need-5 points

3.   LEVERAGING & QUALITY OF PROGRAM DESIGN
A maximum of twenty (20) points will be awarded based on the financial feasibility of the project and the extent to which other funds and volunteer time has been committed to the proposed activity. Sources may include: financial commitment of your agency, volunteers, other grant monies, private resources and donations, etc. Applicant should provide documentation showing evidence to the extent and firmness of commitments. Applicant must include a program schedule and performance benchmark for the contract period.

4.   OPERATIONAL CAPABILITY & EXPERIENCE OF THE APPLICANT
A maximum of twenty (20) points will be awarded based on the applicant's ability to develop and carry out the proposed project in a reasonable time and successful manner. Evidence demonstrating previous experience of the applicant and key staff of the organization in relevant activities will be considered. The applicant must identify the key staff who will be responsible for implementing the program and describe their qualifications. Agencies' past performance with City funds will be considered.

5.   FINANCIAL CAPABILITY AND EXPERIENCE
A maximum of twenty (20) points will be awarded based on the applicant's capability to handle financial resources and follow procedures for effective control. Evidence demonstrating previous experience of the applicant, the key staff of the agency and the adequacy of existing financial control procedures. A description of the financial control system and supporting documentation including a copy of your most recent audit or financial statements should be submitted.

TOTAL POSSIBLE POINTS – 100
MINIMUM SCORE NEEDED TO BE CONSIDERED FOR FUNDING: 60

ITEM #1:   APPLICANT/CONTACT PERSON

Please list the legal name and address of the agency, and the name, title and address of the contact person who will be working with the Housing & Economic Development staff through the year.

ITEM #2:   PROJECT INFORMATION

- Project Title & Proposed Location (self-explanatory)
- Estimate total number of persons to be served by the project that funds are being requested.
- Estimate # low and moderate income persons to be served.
- Indicate Priority Need.
- Indicate Total Amount of CDBG funds requested.
- Indicate Total Project Cost for this Project/Program.

ITEM #3:   PROJECT ELIGIBILITY

To be eligible for CDBG funding, a project must qualify as an eligible activity. Indicate which category on application.

ITEM #4:   PROJECT BENEFIT

To be eligible for CDBG funding, a project must meet one of the three (3) national objectives of the CDBG Program. We are requesting that your project meet the national objective described under Item a or b.

- a.   Provide a benefit to low- and moderate-income persons
- b.   Eliminate slums and blight; or
- c.   Meet an urgent need (disaster or catastrophic emergency)

ITEM #5:   PROJECT DESCRIPTION

Briefly describe proposed project and the work to be performed. The narrative should include the purpose for the project, the needs or problems to be addressed, how the needs were determined, how will success of the project will be determined, etc. Include WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it and WHAT you will fund with CDBG funds.

ITEM #6:   PROJECT BENEFICIARIES (self-explanatory)

ITEM #7:   PERFORMANCE OUTCOME MEASURES

HUD is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG, ESG, HOME and HOPWA. Select one project objective and one outcome that your project will achieve.

ITEM #8:   ANTICIPATED PROJECT OUTCOMES

Describe the most significant outcome(s) this project is expected to have on its participants for year 2007. Indicate how many households or individuals will realize each outcome and how each outcome will be measured.

ITEM #9:   PROJECT IMPLEMENTATION SCHEDULE

Provide a general time line for program implementation and expenditure of funds requested from City. All funds are awarded on a 12-month basis.

ITEM #10: PROJECT SITE

Complete this section if the project is a physical improvement project such as renovations, rehabilitation or conversion. Not applicable to Service Projects.

ITEM #11: RELOCATION

Indicate whether the project will result in relocation of households or businesses, either on a temporary or permanent basis. Not applicable to Service Projects.

ITEM #12: ACCESSIBLITY FOR PERSONS WITH PHYSICAL DISABILITIES
    (Self-explanatory)

ITEM #13. EMPLOYMENT CLIENT PARTICIPATION
    (Self-explanatory)

ITEM #14: TYPE OF FUNDING REQUESTED – (Self-explanatory)

ITEM #15: PROPOSED PROJECT BUDGET

Indicate the entire cost of the project as well as those portions the CDBG funds will be used to pay. Please delineate this information in the separate columns provided on the Proposed Project Budget Sheet. For physical improvement/development projects, complete budget from 14A. For Service Projects, complete budget form 14B.

ITEM #16: COMMITTED FUNDS

Identify sources and amounts of committed funds your agency has received for this project in current program year. If capital project involving funds allocated in various phases or years, indicate amount of funds committed in previous years.

ITEM #17: PROPOSED REVENUE SOURCES

Indicate the proposed revenue sources for this project.

ITEM #18: RECEIPT OF PRIOR CDBG MONIES

If your organization has received CDBG funds in the past, please complete the table, identifying grantors, the grant amounts, the years of award and which project was assisted. Please list the most recent award first.

ITEM #19: ORGANIZATION INFORMATION

Describe purpose, services offered, staffing positions, financial management, etc.

ITEM #20: CONFLICT OF INTEREST QUESTIONNAIRE - (self-explanatory)

ITEM #21:   ATTACHMENTS - Please attach the items requested in the application.

A. Articles of Incorporation and Bylaws
    Documents recognized by the State as formally establishing a private corporation, business or agency.

B. Federal Tax Exemption Determination Letter
    Non-profit organizations must submit tax-exemption determination letter from the Federal Internal Revenue Service.

C. List of Board of Directors
    A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.

D. Board of Directors' authorization to request funds
    Documentation must be submitted of the governing body's authorization to submit the funding request. Documentation of this requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded.

E. Board of Directors' designated authorized official
    Documentation must be submitted of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this requirement consists of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.

F. Organizational Chart
    An organization chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure, and which identifies any staff positions of share responsibility.

G. Resume of Chief Program Administrator

H. Resume of Chief Fiscal Officer

I. Most recent Audit/financial statement

J. Copy of IRS Form 990 – Return of Organization Exempt from Income Tax

K. Statistical Report for last 12-month period.

L. Conflict of Interest Questionnaire

M. Documentation of Committed Funds. (e.g. award letter, letter from lender, etc.)

Failure to comply with any of the above items may be reason to deny and return application.